



U.S. Department of Transportation
Federal Highway Administration



national
highway
institute

SHAPE THE FUTURE OF TRANSPORTATION

NHI Instructor FAQ for FHWA Employees

Ready to make a lasting impact on the future of transportation?

You're in the right place! At the National Highway Institute (NHI), we are committed to providing leading-edge training to learners worldwide. We rely on skilled professionals like YOU – our future certified expert instructors – to lead the way.

Before you begin this rewarding journey, we've gathered answers to frequently asked questions. Explore what it takes to become an NHI Instructor and be a part of shaping the future of transportation!



Did You Know?

All FHWA Subject Matter Experts (SMEs) are eligible to apply for an NHI Instructor position.

How do I start the NHI Instructor application process, and do I meet the qualifications?

Self-nominations are welcomed from FHWA employees! Just complete the paperwork and have it signed by your first-line supervisor. Next, send a completed copy of the downloaded Instructor Nomination Form, with your current resume, to NHIIInstructorLiaison@dot.gov. Your paperwork is submitted to the program office for the Training Program Manager's review and approval. All nominees must be vetted for subject matter expertise.



Did You Know?

There are 18 program areas and hundreds of NHI courses that need qualified instructors to lead Instructor-Led Training or Virtual Instructor-Led Training.

What is the timeframe for becoming an NHI-Certified Instructor?

It takes 2–12 months to achieve NHI-Certified Instructor status, depending on how often the course is being requested and how many instructors are being observed at a given time. **We promise it's worth the wait!**

SOURCE: ADOBESTOCK - MASTER1305.

If applying to instruct an NHI course, what should I emphasize on my resume?

Emphasize experience that highlights relevant education, practical expertise, certifications, and details about projects or exercises you have been involved with that position you as a subject matter expert to instruct the course.



Tip:

Highlight practical instructor experience in a professional setting.



We won't keep you waiting!

Once we receive the nomination and resume for a prospective instructor, NHI aims to provide a decision, or set up an audition, within 2-3 weeks after an application is submitted.

Do I need to take the IDC for a Virtual Instructor-Led Training (VILT)?

To become an NHI Instructor, it is highly recommended the Instructor Development Course (IDC) is completed. The training benefits instructors' abilities and skills for leading an in-person learning experience.

The IDC for a Virtual Training is not required for the NHI instructor certification, however; the training prepares instructors to meet the needs of adult learners who elect to learn virtually.

Is any observation involved in the NHI-Certified Instructor process?

Once approved as an NHI Instructor and issued an Instructor ID Number, those who want to become NHI-Certified and are FHWA employees will be observed instructing a course to prove competency and successful delivery methods for training content. This observation occurs over six hours of instruction and could happen over multiple days. You will receive feedback from a Master Trainer upon completion of the observation.



Tip:

It's recommended to deliver a course once or twice before observation for certification to get comfortable with the content.



Check out NHI resources available to help you create dynamic, engaging, and effective learning environments.

<https://www.nhi.fhwa.dot.gov/resources/course-instruction.aspx>